



# **CT FY18 Operating Statistics Report Updates July 17, 19, 24, 2018**



# Webinar Overview

- Deadlines
- Changes to Report
- Accounting Methods
- Report Overview
- Live Demo
- Preview FY19 Report

# ***OpStats Report Deadlines***

## ***Report Deadlines***

The reports are due to PTD no later than:

- 1st Quarter: October 31
- 2nd Quarter: January 31
- 3rd Quarter: April 30
- 4th Quarter/Annual Report: August 31

# ***Changes to Report***

## ***Report Finance Data***

- Only need to report annual financial information in the Finance tab
- Expenses section moved to the top of the finance data worksheet
- Revenue section moved to the bottom of the finance data worksheet
- CA Spent on Operations moved to Admin/Operating column
- Must report known direct expenses

# *Accounting Methods*

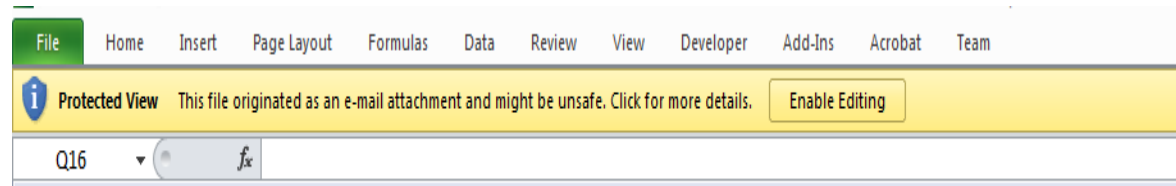
		NTD	North Carolina CT Systems
		Accrual Accounting	Modified Accrual Accounting
	Actual Date	Fiscal Year	Fiscal Year
Order	6/1/18	FY18	FY18
Received	6/10/18	FY18	FY18
Payment	7/1/18	FY18	FY19
Reimbursement	7/15/18	FY18	FY19

# Accounting Method Impact FY17+

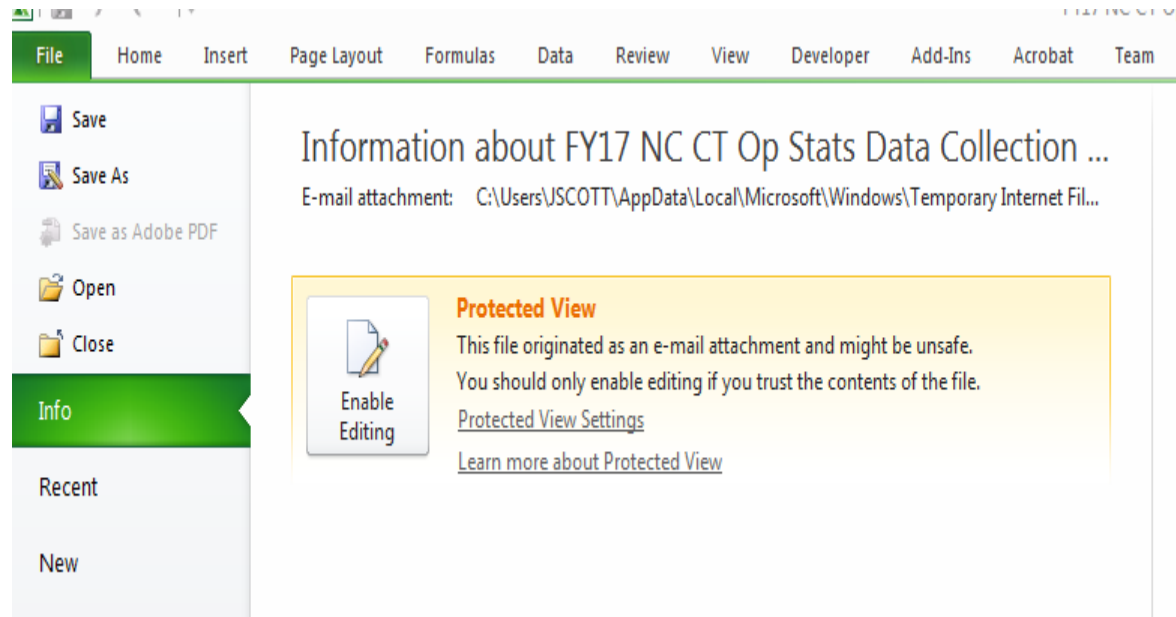
- The Capital Expenses should be reported in the fiscal year the vehicle was received, not when it was ordered.
- Example:
  - A vehicle was purchased on March 1, 2018 but was not received until after July 1, 2018. The expenses and revenues should be reported in FY19

# Enabling Macros

1.



2.



# Overview: System Information

FY2018	A	B	C
<b>System Information</b>			
<a href="#">CTP Grantee's Legal Name</a>			
	First Name	Middle Initial	Last Name
<a href="#">Transit's Contact Person</a>			
<a href="#">Contact Email</a>			
<a href="#">Transit's Website Address http://</a>			
<a href="#">Transit's Telephone Number</a>			
<b>Service Area</b>			
<a href="#">Select service area</a>			
	<a href="#">List counties in Multi-County System (if applicable)</a>		

Only Enter data into colored cells

Color code for FY 18 is

**yellow**



# Overview: Operating Modes

Operating Modes	
	Operating Modes <a href="#">Route types</a>
<a href="#">Demand Response Directly Operated (DR DO)</a>	<input checked="" type="checkbox"/>
<a href="#">Demand Response Purchased (DR PT)</a>	<input checked="" type="checkbox"/>
<a href="#">Fixed Route Directly Operated (MB DO)</a>	<input type="checkbox"/>
<a href="#">Fixed Route Purchased (MB PT)</a>	<input type="checkbox"/>

Be sure to check the "check box" for your operating modes

FY2018	July	August	September	October	November	December	January	February
<a href="#">Operating Days</a>								
<b>Demand Response Directly Operated (DR DO)</b>								
<a href="#">Hours</a>								
<a href="#">Miles</a>								
<a href="#">Passenger Trips: Non-Contract</a>								
<a href="#">Medicaid Contract</a>								
<a href="#">Non-Medicaid Contract</a>								
Total Passenger Trips for This Mode	0	0	0	0	0	0	0	0
<b>Demand Response Purchased (DR PT)</b>								
<a href="#">Hours</a>								
<a href="#">Miles</a>								
<a href="#">Passenger Trips: Non-Contract</a>								
<a href="#">Medicaid Contract</a>								
<a href="#">Non-Medicaid Contract</a>								
Total Passenger Trips for This Mode	0	0	0	0	0	0	0	0
<b>Fixed Route Directly Operated (MB DO)</b>								
<a href="#">Hours</a>								
<a href="#">Miles</a>								
<a href="#">Passenger Trips: Non-Contract</a>								
<a href="#">Medicaid Contract</a>								
<a href="#">Non-Medicaid Contract</a>								
Total Passenger Trips for This Mode	0	0	0	0	0	0	0	0

# Overview – Operating Modes cont'd

Operating Modes		
	Operating Modes	Route types
<a href="#">Demand Response Directly Operated (DR DO)</a>	<input type="checkbox"/>	
<a href="#">Demand Response Purchased (DR PT)</a>	<input type="checkbox"/>	
<a href="#">Fixed Route Directly Operated (MB DO)</a>	<input checked="" type="checkbox"/>	Fixed Route
<a href="#">Fixed Route Purchased (MB PT)</a>	<input type="checkbox"/>	

Select the route types if check “MB DO” OR “MB PT” mode

# Financial Information

- FY18+
  - Only one finance tab, similar to earlier years



# Overview – Methods Used for Allocating Finances to Modes

- Valid for FY17
  - Checked – distributes expenses and revenues proportionally by service hour
  - Unchecked – expenses and revenues known by mode



Methods Used for Allocating Finances to Modes	
<a href="#">Proportion based on Hours, uncheck to enter actual data by mode</a>	<input checked="" type="checkbox"/>

- Starting in FY18, NTD requiring expenses & revenues to be reported by mode

# Allocating Finances to Modes

- No longer allowed to proportionalize **ALL** finances based on percentage of service hours by mode
- NTD strongly encourages assigning direct costs whenever possible
  - Examples
    - Vehicle fleet known by mode should be able report direct costs
      - Fuel
      - Maintenance
      - Vehicle Insurance Premiums
    - Fares
    - Other Directly Generated Funds/Medicaid Revenue
- Costs that cannot be directly associated with mode may be allocated
  - Allocate fuel and maintenance by percent miles within each mode
  - Allocate driver salaries by percent service hours within each mode

# Finance Tab

Expense Data  
moved to the top

Revenue Data  
moved to the bottom

Resource	Admin/Operating					Capital					Description
	DR	DO	PT	MB	TOTAL	DR	DO	PT	TOTAL		
ADMINISTRATIVE											
Driver Salaries & Fringes					0						92
Other Operating Staff Salaries & Fringes					0						93
Mechanics Salaries & Fringes					0						94
Indirect Services					0						95
Fuel					0						96
Vehicle Maintenance					0						97
Payment of Insurance Deductible(s)					0						98
Disposal of Vehicle(s)					0						99
Management/Operation Services					0						100
Volunteer Reimbursement					0						101
Other Transit Provider Services					0						102
Other (describe to the right)					0						103
Total Operating Expenses	0	0	0	0	0						
Total Admin/Operating Expenses	0	0	0	0	0						
CAPITAL											
Capital Purchases									0		104
Body Work on Wrecked Vehicle									0		105
Facility Renovation or Construction									0		106
Advanced Technology Purchases									0		107
Other (describe to the right)									0		108
Total Capital Expenses						0	0	0	0	0	
FEDERAL											
Urbanized Area Formula Funding-Section 5307					0				0		109
FTA Capital Program Funds-Section 5309					0				0		110
Elderly and Disabled-Section 5310					0				0		111
Capital Assistance Spent on Operations-Section 5310					0						112
CTP Funds - Administrative/Capital-Section 5311					0				0		113
CTP Funds - Operating-Section 5311					0						114
Capital Assistance Spent on Operations-Section 5311					0						115
Appalachian-Section 5311					0				0		116
Tribal Federal Assistance-Section 5311					0				0		117
ARRA Assistance-Section 5311					0				0		118
ARRA Tribal Assistance-Section 5311					0				0		119
JARC Funds-Section 5316					0				0		120
New Freedom Funds-Section 5317					0				0		121
Other FTA Revenues (describe to the right)					0				0		122
Other Federal Non-FTA Revenues (describe to the right)					0				0		123
Federal total	0	0	0	0	0	0	0	0	0	0	
STATE											
CTP Funds - Administrative					0						124
ROAP Funds - Suballocated to the Transit System					0						125
Vehicles & Other Capital Revenues									0		126
Facility									0		127
Advanced Technology									0		128

# Annual Statistics: Maintenance Information

- Choose whether maintenance is performed In-House, Contracted, or Both

Maintenance Information

In-House  
Contracted  
Both

- Enter 1 if maintenance facility is owned or leased by you
- Otherwise, enter 0

Maintenance Information

149 Select your vehicle maintenance method  149

150 Maintenance facilities grantee    Total  150

# Owned # Leased

- If you use a county garage for maintenance, choose **In-House** and enter **1** in # Owned cell

# *Annual Statistics: Safety Statistics*

Click to see NTD  
Definitions

Safety Statistics (NTD only)					
	<a href="#">NTD Events</a>	<a href="#">NTD Fatalities</a>	<a href="#">NTD Injuries</a>		
152	NTD Reportable (see instructions)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	152

Report "0" if there are no  
accidents/Fatalities/Injuries



# Take Note!

- Enter data into colored cells only
- Report ALL Expenses and Revenues
  - Revenues DO NOT have to equal expenses
- Report Contract Revenue in Other Directly Generated Funds
- CA Spent on Operations moved to Admin/Operating column

# NTD

- Trick or Treat?
- Reports due to NTD by October 31



# NTD Validation

- ITRE/PTD validate OpStats after submission
- NTD runs analysis comparing current fiscal year to previous fiscal year
  - If current fiscal year values greater than  $\pm 10\%$  NTD requires explanation
    - Examples
      - Added/removed service
      - Gained/lost sponsoring agency/funding
      - Higher fuel/maintenance costs
      - Increase in driver salaries
      - etc...

# Changes to Service/Financial Data?

- Report causes for changes to service or financial data on Annual Statistics tab

[How has your administration and/or operations changed since last year \(be detailed\)?](#)

159

A	B	C	D	E

159

# FY19 OpStats Report

- Same form as FY18, updated color is red
- Report is available on PTD website

<https://connect.ncdot.gov/business/Transit/Pages/Transit-Reports.aspx>

1. OVERVIEW:	
FY2019	
	A
	B
	C
<b>System Information</b>	
1	<u>CTP Grantee's Legal Name</u>
	First Name Middle Initial Last Name
2	<u>Transit's Contact Person</u>
3	<u>Contact Email</u>
4	<u>Transit's Website Address http://</u>
5	<u>Transit's Telephone Number</u>
<b>Service Area</b>	
6	<u>Select service area</u>
	<u>List counties in Multi-County System (if applicable)</u>
7	

# Contact

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